

# STATE OF IDAHO



## **Postal Services Guidelines**

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Processing out-bound mail through barcoding equipment at Postal Services. This machine can scan and barcode up to 20,000 pieces of mail per hour.

**FUN FACT:** Central Postal Services processed 7,288,529 pieces of mail in FY 2000.

**FUN FACT:** The presorting equipment at Central Postal Services saved the State of Idaho over \$200,000.00 for FY 2000.

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## ***PRODUCTION MAIL***

Central Postal Services offers customers traditional mail processing services such as folding, inserting, metering and sorting, plus a host of special services designed to save money. Below is a sample of the services we offer:

### **PRODUCTION MAIL FOLDING AND INSERTING**

Our inserting equipment folds, stuffs, meters, and seals 4,500 mailpieces per hour. Features include:

#### **Folding:**

Central Postal can fold sheets to be inserted in envelopes for mailings of 1,000 pieces or more. The folder offers you any one of four different folds for each of the most common paper sizes.

♦ 8 ½ in. by 11 in.

♦ 8 ½ in. by 14 in.

♦ 11 in. by 17 in.

#### **Inserting:**

Central Postal has a four station inserter that can perform on-line bursting and folding (continuous form) or a single sheet folded document. This process consists of inserting tri-fold letters, post cards, return envelopes or card stock inserts. We have the capabilities of inserting up to five documents, one continuous form sheet or single sheet with address, plus four added inserts.

There is a minimum fee for these services. Inserting and folding jobs **must be** pre-approved to make sure material meets specifications and a time must be scheduled to do the job. If you have any questions concerning these services call **Central Postal Services at 208-332-1950.**

### **OPTICAL CHARACTER READER (OCR) PRESORT AND BAR-CODING**

Discounts are available for automated presorted mail that meets postal service requirements. Our multi-line OCR can read addresses, apply barcodes, and sort your mail to ensure that you get the best discount available. To take advantage of the savings, be sure to address your mail pieces using one of the following recommended typefaces:

♦ **Courier New 12 point**    ♦ **Courier 12 point**

Our barcode equipment can read several other typefaces, however the efficiency and savings rating is much higher if you use one of these fonts.

# ***GENERAL GUIDELINES***

## **PREPARING YOUR MAIL**

Use and reuse INTERAGENCY ENVELOPES to send Statehouse Mail. Clearly record deliver to and return address information—including location. Save money and keep excess paper out of the landfill by placing magazines, reprints, misc. letters, etc., in those “hundred thousand milers.”

***DO NOT*** USE INTERNAL “ROUTE SLIPS” on mail sent through the Statehouse Mail system. The document may become separated from the route slip making it impossible for us to forward or return it.

***DO NOT*** change the “TO” and “FROM” designations on interagency envelopes.

***DO NOT*** use paper clips or metal binder clips on contents of envelopes—they break meters and machines.

Use wide sealing tape for all flats. Metal clasps do not meet sealing requirements set by the USPS.

Position all written or stamped subject or attention lines above the addressee line. (Anything below the city, state and zip code line will interfere with OCR readability.)

Clearly label mail and parcels to indicate “Fragile”, “This Side Up”, etc.

Have Interagency and Postage mail ready for pick up 15 minutes prior to the scheduled pick up time.

Establish only one mail delivery drop off and pick up location per site.

Let us know at least one day in advance if you have large or heavy mailings for us to pick up.

# ***MAIL SEPARATION REQUIREMENTS***

## **BULK MAIL REQUIREMENTS**

All regular rate Presorted, Automation, and Enhanced Carrier Route (ECR) Standard Mail (A) must bear the “Presorted Standard” rate marking or the authorized abbreviation “PRSRT STD”. The “Bulk Rate” and “Blk.Rt.” markings are no longer permitted.

All Agency users of Permit #1 for Bulk rate mail (Standard Mail (A)), this is how your permit imprint should read:

PRESORTED STANDARD  
U.S. POSTAGE PAID  
PERMIT NO. 1  
BOISE, ID

or

PRSRT STD  
U.S. POSTAGE  
PAID  
PERMIT NO. 1  
BOISE, ID

## **SORTING HINTS**

- ◆ Sort postage mail by class and type such as International mail, First Class letters, Flats (non-letter size mail), bulk mailing.
- ◆ Rubber band all flats into groups.
- ◆ Make sure all mail faces the same direction.
- ◆ Leave the flaps up on letters you want us to seal and meter.
- ◆ Use mail trays for large volume mailings. These are available from Central Postal Services (telephone 208-332-1950).

# ***STATEHOUSE MAIL POLICY***

## **ADDRESSING INTERAGENCY MAIL AND PARCELS**

Please address interagency envelopes and parcels as carefully as you would address a business letter for the USPS. All interagency mail and parcels should include the following information in the deliver and return addresses:

Person's Full Name  
Agency and Division or Section  
Street Address, Suite Number

## **SORTING/ROUTING POLICY**

Mail coming into Central Postal Services for processing is presumed to be agency specific for state business purposes. To ensure that mail is delivered to the correct agency, we sort and route mail in the following order:

Department  
Division  
Bureau  
4-digit ZIP  
Street Address  
Person

Exceptions to this rule are postcards, or similar correspondences that are obviously intended for an individual.

## **NEW ZIP CODES**

Please be sure to include your complete mailing address, including suite number and geographic zip code on material sent to your customers and clients. This will help the USPS correctly sort and deliver your incoming postage mail.

## **CHANGE OF ADDRESS**

Agencies are responsible for informing Central Postal Services of new addresses and delivery locations. Please contact us at least 10 working days before a move.

## **APPROPRIATE SIZE AND STRENGTH ENVELOPES**

Please use the correct size envelope for your mail. Examine your enclosures to determine the size and strength of envelope to use. An envelope should be strong

enough to withstand the weight of its contents and snug enough to keep the enclosure firmly in the envelope.

Envelopes that are overstuffed, stressed at the seams, or contain contents with sharp edges may burst and lose all contents. Inserts in excessively large envelopes may slide around and create an imbalance or stress that causes ripping or tearing.

### PARCEL WEIGHTS AND SIZES

Interagency parcel limitations are 108 inches in girth and length and weight of less than 50 pounds. Postage parcels have a limitation of 70 pounds and the destination must be marked for commercial or residential delivery. There is an additional fee for residential delivery.

Please contact Central Postal Services at 208-332-1950 three days in advance if you plan to send out a large volume of parcels.

### NON-MAILABLE ITEMS

The following are samples of items that should not be sent in regular envelopes:

Paper clips	Keys
Binder clips	Buttons
Staples	Bundles of ID cards
Lapel pins	

These items jam or damage the mailing equipment and can cause physical injuries to the person processing the piece. Envelopes and cards that are less than 3-1/2" in height or 5" in length or .007" in thickness (thickness of a post card) are also classified as non-MAILABLE and are "returned to sender."

### PROHIBITED MAIL

The following items may not be sent through the Statehouse Mail system:

- Personal Mail
- Poisons or Poisonous Compounds
- Insects, Animals, Amphibians, or Reptiles
- Explosives or Flammable Materials
- Narcotics and Controlled Substances
- Firearms, Ammunitions, or Weapons
- Machinery, Chemicals, Chemical Compounds
- Activated Personal Pages or Beepers



Central Postal Services reserves the right to refuse any item if, in the opinion of the Administrator, it constitutes a threat to the safety or welfare of mail personnel.

## ***U.S. POSTAL SERVICE MAIL***

Mail destined for locations other than shuttle route stops must be sent through the USPS or by another carrier. Only the USPS can deliver to post office boxes.

### **ACCOUNTABLE MAIL (REGISTERED, CERTIFIED, AND INSURED)**

Incoming registered, certified, and numbered insured mail demands a signature for delivery. Central Postal Services signs for the certified and insured mail it receives for scheduled routes. In turn we require a signature for the mail piece when we delivery to the agency. We do not sign for mail delivered by the USPS.

### **INTERNATIONAL MAIL**

Postal security regulations require that international mail pieces weighing more than 1 lb. must be delivered in person to the U.S. Post Office. The sender must file a declaration form at the time of mailing. While Central Postal Services is not allowed to do this for others, we still can apply postage. The procedure is as follows:

- 1) Customer brings mail piece (in person) to Central Postal Services
- 2) Customer completes postal form supplied by Central Postal Services
- 3) Customer waits while postage is applied
- 4) Customer takes mail piece to front window at U.S. Post Office

***Saving money is a top priority in any business and yours is no exception.***

***Are your mailings as efficient and cost-effective as you think?***

***Give Central Postal Services a call at 208-332-1950 and let us help you evaluate your needs.***

# ***ADDRESSING FOR SUCCESS—POSTAL SERVICE GUIDELINES***

The following format guidelines are set by the US Postal Service to ensure proper mail delivery and handling , and to qualify for postage discounts.

- Capitalize everything in the address
- Use 2 letter state abbreviations
- Eliminate all punctuation (except the hyphen between zip code and plus four)
- Use common abbreviations
- Use Zip + 4 codes
- Use only non-proportional fonts
- Use 10 or 12 pitch fonts
- No more than 5 lines to an address
- Black ink on white envelope
- Place the country name and zip code on the last line of the address block on international mail

## **USPS REGULATIONS FOR AUTOMATION DISCOUNTS**

- Single Sheet Self Mailers—One tab is required on 28 lb.or 70 lb. paper. Two tabs are required on 20 lb or 60 lb. paper
- Folder Self Mailer with One Tab—must be prepared with the fold parallel to the longest dimension and address of the mail piece. In other words, the fold must be on the bottom and the tab on top.
- Keep the OCR read area free from graphics or non-address related information.

## **ADDRESS FORMAT FOR AUTOMATION**

(OPTIONAL) Non-Address Data	FELO 1225-66H
(OPTIONAL) Information/Attention	HARRY FELDMAN PRES
Name of Recipient	FELDMAN INSURANCE
Delivery Address	236 SUNSET AVE RM 101
Post Office, State, ZIP	LOS ANGELES CA 90012-0001

## DUAL ADDRESS FORMAT

You may use both a Post Office box number and a street address when addressing mail. However, mail will be delivered to the address line immediately above the city, state and zip code line. For example:

Mail will be delivered here: GRAND PRODUCTS INC  
100 MAJOR ST  
PO BOX 200  
PORTLAND OR 97214-1100

...Or here GRAND PRODUCTS INC  
PO BOX 200  
200 MAJOR ST  
PORTLAND OR 97214-1100

NOTE: The zip code must be correct. If both PO Box and Street Address are on same line, mail will be delivered to the PO Box (DMM A010.5.1).

## POSITIONING

The destination address block must be more than ½ inch from both the left and right edges of the envelope and at least 5/8 inch, but no more than 2-3/4 inches from the bottom.

Visit Central Postal Service's web site <http://www2.state.id.us/adm/purchasing> for answers to any questions you may have.

For more information, visit the United State Postal Services web site <http://www.usps.gov>

***Have you ever wondered how the mail gets distributed?  
Where does it go?***

***Give Central Postal Services a call and we will be happy  
to give you a tour of our facility. 208-332-1950.***

# STATE OF IDAHO

## Government Listing Boise Area

### ZIP 83720-

AGENCY	" +4" NO.	PHYSICAL ADDRESS
ACCOUNTANCY BOARD	0002	1109 MAIN ST, STE 470, 83702
ADMIN DEPT OF	0003	650 W STATE, RM 100, 83702
ADMIN FACILITY SERVICES	0013	502 N 4 <sup>TH</sup> , 83702
ADMIN MICROWAVE SERVICES	0076	700 S STRATFORD DR, MERIDIAN, 83642
ADMIN COPY & RECORDS	0070	5565 KENDALL, 83706
ADMIN FEDERAL SURPLUS PROP	0086	6941 S.SUPPLY WAY, 83705
ADMIN FISCAL BUREAU	0004	650 W STATE ST, STE 100, 83702
ADMIN GROUP INSURANCE	0035	650 W STATE, STE 100, 83702
ADMIN IND SPEC INDEM FUND	7901	650 W STATE, STE 102, 83702
ADMIN POSTAL SERVICE	0302	550 W STATE ST, 83702
ADMIN PUBLIC WORKS	0072	502 N 4TH ST, 83702
ADMIN PURCHASING	0075	5569 KENDALL, 83706
ADMIN RISK MANAGEMENT	0079	650 W STATE, STE 100, 83702
ADMIN TELEPHONE SERVICES	0089	650 W STATE, STE 100, 83702
ADMIN INFO TECH -DITCS	0089	650 W STATE, STE 100, 83702
ADMIN ITRMC	0042	650 W STATE, STE 100, 83702
AGING, OFFICE ON	0007	3380 AMERICANA TERRACE, STE 120, 83706
AGRICULTURE DEPT.	0108	2270 OLD PENITENTIARY RD, 83712
ALCOHOL BEVERAGE CONTROL	0001	700 S STRATFORD DR, MERIDIAN 83642
AMERICORP (CORRECTION)	1801	1299 N ORCHARD, STE 110, 83706
ARTS COMMISSION	0008	2410 OLD PENITENTIARY RD, 83712
ATTORNEY GENERALS OFFICE	0010	700 W JEFFERSON, RM 210, 83702
BLIND COMMISSION	0012	314 W WASHINGTON, 83702
BLDG SAFETY DIV MOBILE HOME	0060	1090 E WATERTOWER ST, MERIDIAN 83642
BLDG SAFETY WAGE & HOUR	4801	317 MAIN ST, 83702
BLDG SAFETY ADMIN	0048	1090 E WATERTOWER ST, MERIDIAN 83642
BLDG & IND SAFETY	0049	1090 E WATERTOWER ST, MERIDIAN 83642
BRAND BOARD	0110	700 S STRATFORD DR, MERIDIAN 83642
CERT SHORTHAND REPRTRS BRD	0017	550 W STATE, BSMT, 83702
COMMERCE DEPT	0093	700 W STATE, 2ND FL, 83702
COMMISSION PARDON & PAROLE	1807	3125 SHOSHONE ST, STE A, 83705
COMMUNITY WORK CENTER	1802	2366 OLD PENITENTIARY RD, 83712
CONTROLLERS OFFICE	0011	700 W STATE 5TH FL, 83702
CORRECTIONAL INDUSTRIES	1804	1299 N ORCHARD, STE 300, 83706-2266
CORRECTION DEPT	0018	1299 N ORCHARD, STE 110, 83706
CORRECTION OFFENDER PROG	0018	1299 N ORCHARD, STE 110, 83706
CORRECTION SUBST ABUSE	0018	1299 N ORCHARD, STE 110, 83706
CORRECTION CENTRAL RECORDS	0019	1299 N ORCHARD, STE 110, 83706
COURT OF APPEALS	0020	537 W BANNOCK, 83702
CRIMINAL IDENTIFICATION (ISP)	0210	700 S STRATFORD DR, MERIDIAN 83642
DENTISTRY BOARD	0021	708-1/2 W FRANKLIN, 83702
DISASTER SERVICES	0023	4040 GUARD-BLDG 600,83705-5004
EDUCATION COMPUTER SERVICE	0082	650 W STATE, RM 343, 83702
EDUCATION, BOARD OF	0037	650 W STATE, RM 307, 83702
EDUCATION, DEPT OF	0027	650 W STATE, RM 200, 83702
ELECTRICAL DIVISION	0028	1090 E WATERTOWER ST, MERIDIAN, 83642
ERC/ID BUR HAZARDOUS MAT	3401	4040 GUARD-BLDG 600, 83705

ENDOWMENT FUND INVEST BRD	0046	350 N 9TH, STE M100, 83702
ENVIRONMENTAL QUALITY DEPT	0245	1410 N HILTON, 83706
FINANCE DEPT	0031	700 W STATE, 2ND FL, 83702
FINANCIAL MANAGEMENT	0032	700 W JEFFERSON, RM 122, 83702
FORENSIC SERVICES (ISP)	0240	700 S STRATFORD DR, MERIDIAN, 83642
GEOLOGISTS BOARD	0033	550 W STATE, BSMT 83702
GOVERNORS OFFICE	0034	700 W JEFFERSON, 2ND FL, 83702
GRANTS & RESEARCH (ISP)	0330	700 S STRATFORD DR, MERIDIAN, 83642
H/W ADULT/CHILD DEVELOP	0026	1790 WESTGATE DR, 83704
H/W DEVEL DISABIL COUNCIL	0280	802 W BANNOCK, STE 308, 83702
H/W DIRECTORS OFFICE	0036	450 W STATE, 10TH FL, 83702
H/W EMERGENCY MED SERVICES	0036	590 W WASHINGTON, 83702
H/W EMS COMMUNICATIONS	0036	3092 ELDER ST, 83705
H/W FAMILY SELF-SUPPORT	0026	1710 WESTGATE DR, 83704
H/W MEDICAID	0009	3380 AMERICANA TERRACE, 2ND FL 83706
H/W MEDICAID FRAUD	0009	3350 AMERICANA TERRACE, STE 320, 83706
H/W MENTAL HEALTH/ADULT SV	0026	1720 WESTGATE DR, 83704
H/W REGION IV	0026	1720 WESTGATE DR, 83704
H/W REGIONAL MEDICAID	0026	1730 WESTGATE DR, 83704
HEALTH DISTRICT IV (Central)	0016	707 N ARMSTRONG, 83704
HISPANIC COMMISSION	0006	5460 W FRANKLIN RD STE B 83705
HISTORICAL LIBRARY	0522	450 N 4 <sup>TH</sup> , 83702
HISTORICAL SOCIETY	0522	1109 MAIN ST, STE 250, 83702
HISTORIC PRESERVATION	0522	210 MAIN ST, 83702
HOUSE OF REPRESENTATIVES	0038	700 W JEFFERSON, RM 309, 83702
HUMAN RESOURCES DIV	0066	700 W STATE, 1ST FL, 83702
HUMAN RIGHTS COMMISSION	0040	1109 MAIN ST, STE 400, 83702
IDAHO LABOR DEPT	0135	317 MAIN ST, BSMT, 83735
IDAHO NATIONAL & COMM SERV	1801	1299 N ORCHARD, STE 110, 83706
IDAHO RURAL DEV COUNCIL	3201	317 MAIN ST, 83735
IDAHO STATE POLICE ADMIN	0052	700 S STRATFORD DR, MERIDIAN, 83642
IDAHO STATE POLICE DIST 3	0310	3156 ELDER ST, 83705
ISP INVESTIGATIONS	0220	700 S STRATFORD DR, MERIDIAN, 83642
ISP PATROL	0310	700 S STRATFORD DR, MERIDIAN, 83642
ISP COMMERCIAL VEHICLE SVCS	0320	700 S STRATFORD DR, MERIDIAN, 83642
IDAHO'S PROMISE (CORRECTION)	1806	1299 N ORCHARD, STE 110, 83706
INDEPENDENT LIVING COUNCIL	9601	350 N 9TH, STE 610B, 83702
INDUSTRIAL COMMISSION	0041	317 MAIN ST, 2 <sup>ND</sup> FLR, 83702
INSURANCE DEPT	0043	700 W STATE, 3RD FL, 83702
INSURANCE FUND	0044	1215 W STATE, 83702
JUVENILE CORRECTIONS	0285	400 N 10TH, 2ND FL, 83702
LANDS DEPT	0050	954 W JEFFERSON, 1ST FLR, 83702
LAW LIBRARY	0051	451 W STATE ST, 83702
LEGISLATIVE SERVICES	0054	700 W JEFFERSON, LOWER LVL E, 83702
LIQUOR DISPENSARY	0056	1349 E BEECHCRAFT CT, 83716 (PO Box 59)
LIEUTENANT GOVERNOR	0057	700 W JEFFERSON, RM 225, 83702
MANUFACTURED HOUSING	6001	1090 E. WATERTOWER, MERIDIAN, 83642
MEDICINE BOARD	0058	1755 WESTGATE DR, STE 160, 83704
NURSING BOARD	0061	280 N 8TH, STE 210, 83702
NW POWER PLANNING COUNCIL	0062	450 W STATE, 3RD FL, 83702
OCCUPATIONAL LICENSES	0063	1109 MAIN, STE 220, 83702
OFFICE OF SPECIES CONSERV	0195	300 W 6 <sup>TH</sup> ST, 83702
OUTFITTERS & GUIDES	0064	1365 N ORCHARD, RM 172, 83706
PARKS & RECREATION	0065	5657 WARM SPRINGS AVE., 83712
PEACE OFF STAND&TRAIN (POST)	0700	700 S STRATFORD DR, MERIDIAN, 83642

PERFORMANCE EVALUATIONS	0055	700 W STATE ST, BSMT, 83702
PERSI	0078	607 N 8TH ST, 83702
PHARMACY BOARD	0067	3380 AMERICANA TERRACE, STE 320, 83706
PLUMBING DIV	0068	1090 E WATERTOWER ST, MERIDIAN, 83642
PROBATION & PAROLE DIST4	0071	2161 OLD PENITENTIARY RD, 83712
P&P DIST 4 SATELLITE	0071	7161 POTOMAC DR, 83704
P&P DIST 4 REG SAT	0071	38 E ADA, MERIDIAN 83642
PROF-TECHNICAL EDUCATION	0095	650 W STATE ST RM 324, 83702
PUBLIC UTILITIES COMM	0074	472 W WASHINGTON ST, 83702
PUBLIC WORKS CONTRACT LIC	0073	1090 E WATERTOWER ST, MERIDIAN, 83642
RACING COMMISSION	0500	700 S STRATFORD DR, MERIDIAN, 83642
REAL ESTATE COMMISSION	0077	633 N 4TH, 83702
SECRETARY OF STATE	0080	700 W JEFFERSON, RM 203, 83702
SENATE	0081	700 W JEFFERSON, RM 351, 83702
SOIL CONSERVATION COMM	0083	2270 OLD PENITENTIARY RD, 83702
STATE APPLT PUBLIC DEFENDER	0005	3380 AMERICANA TERRACE, STE 360, 83706
SUPREME COURT	0101	451 W STATE ST, 83702
TAX APPEALS BOARD	0088	1109 MAIN, RM 210, 83702
TREASURERS OFFICE	0091	700 W JEFFERSON, RM 102, 83702
VETERANS SERVICES DIV	0092	320 COLLINS RD, 83702-4519
VOC REHAB REG III-EAST	9701	3350 AMERICANA TERRACE, STE 210, 83706
VOC REHAB REG III-WEST	0097	10200 W EMERALD, STE 101, 83704-8986
VOCATIONAL REHAB	0096	650 W STATE, RM 150, 83702
WATER RESOURCES	0098	1301 N ORCHARD, 83706
WHEAT COMMISSION	0099	1109 MAIN ST, STE 310, 83702

***“Recognizing that we must operate with a higher degree of personal responsibility and initiative in order to serve our customers better, we will instill within our employees an ability to be innovators and problem solvers...”***

*Department of Administration Guiding Values*

***Give Central Postal Services a call at 208-332-1950 and let us solve your mailing problems.***